

City of Milpitas Planning Division

455 E. Calaveras Blvd., Milpitas, CA 95035
Telephone: 408-586-3279 • Fax: 408-586-3293

Check Sheet for Planning & Zoning Application

Project: _____

Date: _____

Planner: _____

Applicant Please Note: This is a preliminary checklist only. Other items may be required to complete your application. State law allows the City 30 days to determine the completeness of an application once it has been submitted. **If you have any questions, please call the Planning Staff at 408-586-3279.**

- ☐ Private Job Development Authorization Form, completed, signed, and Deposit* of \$ _____
- ☐ Filing Fees* of \$ _____
- ☐ Environmental Information Form, completed and signed. Related materials that may be required include:
 - ☐ Burrowing Owl Survey ☐ Traffic Impact Analysis
 - ☐ Acoustical Study ☐ Geotechnical Report
- ☐ Planning and Zoning Application, completed and signed
- ☐ NPDES Permit Impervious Surfaces Data Form, completed and signed
- ☐ Sewer Needs Assessment Form, completed and signed
- ☐ Justification of Variance Form, completed
- ☐ Plans: Eight (8) sets of 24 in. x 36 in. prints and
 - ☐ 15 sets ☐ 25 sets ☐ 35 sets of 18 in. x 24 in. or 11 in. x 17 in. prints

Plans must include the following (Please see back of this sheet for details):

- ☐ Site Plan and Vicinity Map ☐ Floor Plan
- ☐ Architectural Elevations ☐ Roof Plan; Roof Cross Section
- ☐ Landscape Plan ☐ Sign Elevations
- ☐ Storm Water Control Plan (Non-Point)

Please collate, staple, and fold all materials. Plans must be legible and clean.

- ☐ Color Rendering, Perspectives, Color/Material Board, Samples, Photos or Brochures
- ☐ Current Title Report (not more than 90 days old)
- ☐ Accurate List of Property Owners, Residential Renters (See *Procedure for Notice of Public Hearing*)
- ☐ Affidavit of Notification and Mailing, completed and signed
- ☐ One Set of Stamped, Addressed Business Size Envelopes (See *Procedure for Notice of Public Hearing*)
- ☐ Two Sets of Stamped, Addressed Business Size Envelopes (See *Procedure for Notice of Public Hearing*)
- ☐ Letter of Explanation Regarding Proposal
- ☐ Letter of Support from Homeowners Association (or other applicable Architectural Review Committee)
- ☐ Other: _____
Such as Noontime Parking Study, Lighting Isolumen Plan, Tree Protection Plan, etc.

*** Note:** Fees and Account Deposit may be combined on one check. Please make check payable to "City of Milpitas."

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► **SITE PLAN shall be drawn to scale and shall include a graphic scale and the following:**

1. Subject property, abutting street(s) and nearest intersection. All property lines to include dimensions.
2. Location of existing on-site driveways, as well as driveways on opposite side of street and those on adjacent properties.
3. All existing public improvements, such as: curbs, gutters, sidewalks, street trees, electroliers, fire hydrants, utility poles, junction boxes, transformers, median islands, sewer or storm manholes, mail boxes, etc.
4. Location of proposed structures, parking lot design, loading areas, trees, fencing, retaining walls, trash and recycling enclosures, sign structures, easements, light standards, utility junction boxes, transformers, and backflow preventers, etc.
5. Existing and proposed grading plan (when grade differential exceeds 18 inches).
6. Existing tree survey, indicating trees to be retained and those to be removed. Include trunk circumference of all trees. If there are no existing trees on-site, indicate this in a note on the landscape plan.
7. Summary of the total square footage of proposed impervious surfaces (buildings, paving, patios) on the site.

► **ARCHITECTURAL ELEVATIONS and FLOOR PLAN shall be drawn to scale and shall include:**

1. Notes describing materials, colors and design to be used on all buildings (roof, walls, glass, etc.), fences and retaining walls.
2. Detail of trash/recycling enclosure(s), indicating dimensions, material, color and design, and demonstrating adequate space and access, per the City's *Development Guidelines for Solid Waste Services*
3. Architectural design of on-site light standards.
4. Building signs (dimensions, location, materials, color, illumination).
5. Freestanding signs, with notes describing dimensions, colors, materials, illumination. Show freestanding sign height as measured from the closest public sidewalk, curb or public street.
6. Floor plan, shown in detail. Drawing should indicate scale and dimensions. If a restaurant is proposed, include the seating plan (including all existing and proposed indoor and outdoor seating).
7. Roof plan (roof overhangs, roof top equipment, skylights, etc.)
8. Roof cross section (to illustrate height and location of mechanical equipment in relation to building parapet or roof screen).
9. Details of any other proposed amenities, such as fountains, trellises, etc.

► **COLOR and MATERIAL EXHIBITS:**

Actual samples of materials and color chips, photographs, manufacturers brochures, or product pamphlet may be submitted to clarify the specifics of building materials, colors and any other architectural detail proposed. Please limit overall board size to 8.5 by 14 inches.

► **LANDSCAPE PLAN:**

A landscape plan indicating the location, types, sizes and quantities of trees, shrubs and ground cover, as well as the total square footage of proposed new or rehabilitated landscaping. The plan must also indicate tree size in 5 years and at maturity, as well as number of years to maturity. An irrigation plan, although required as a part of the landscape areas, is not required to be reviewed by the Planning Commission.

► **STORM WATER CONTROL PLAN (NON-POINT):**

1. A plan which identifies the permanent site planning and landscaping features, as well as structural features such as fossil filters or stormwater vaults, which will be incorporated into the development to control storm water runoff on-site to the extent possible. This is a separate document from the SWPPP. Please refer to the City's "Permanent BMPs" list for the Santa Clara Valley Urban Runoff Pollution Prevention Program Guidelines. The City's expectations are that your plan will primarily rely on non-structural measures to control runoff.
 2. A written document explaining the features of the storm water control plan.
 3. A maintenance plan for the structural measures.
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